



## **MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

**We recruit from a wide range of backgrounds and actively promote diversity and inclusion:**



We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.

To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden<sup>1</sup>. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. There are two categories of non-permanent staff:

- **[temporary agents](#)** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **[contract agents](#)** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)

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<sup>1</sup> Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



# Policy Officer

## DG Employment, Social Affairs and Inclusion

### European Commission

**Job title\*:** Policy Officer

**Domain\*\*:** European public administration

**Where:** Unit EMPL.B.2 - „Skills Agenda“, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 25.01.2025 - 12.00 (Noon, Brussels time)

#### WE ARE

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The Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) pursues policy, legislative and financial initiatives designed to build a highly competitive social market economy in the European Union. The European Pillar of Social Rights is the EU social strategy to ensure that the transitions to climate neutrality, digitalisation and demographic change are socially fair and just. By implementing the Pillar, DG EMPL aims to create more and better jobs, promote skills and vocational education and training, improve the functioning of the labour markets, fight inequalities, confront poverty and social exclusion, modernise social protection systems including pensions, health and long-term care, facilitate the free movement of workers, promote workers' rights, health and safety at work, and protect against discrimination in the work place, as well as uphold the rights of persons with disabilities

Unit EMPL. B.2. "Skills Agenda" of the Directorate-General Employment, Social Affairs and Inclusion leads the implementation of the European Skills Agenda and is currently preparing the Union of Skills initiative. The unit leads on EU cooperation on adult skills, including on policies which empower adults to learn, such as the Council Recommendation on Individual Learning Accounts, the implementation and follow-up of Upskilling Pathways, and EU validation and guidance policies.

#### WE PROPOSE

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Unit EMPL. B.2. "Skills Agenda" of the Directorate-General Employment, Social Affairs is seeking to hire one policy officer in the "Adult Skills" team.

The successful candidate will contribute to EU policy development and coordination in the field of adult skills to support progress towards the EU-level target of 60% of adults participating in training each year by 2030. In particular, the Policy Officer will be responsible for implementation and further development of adult skills policy, including basic skills and Individual Learning Accounts (ILA) and the related enabling framework. This means analysis and development of proposals, shaping and steering research and analysis, and follow-up and monitoring of adult skills policy initiatives with Member States, social partners and various stakeholders. Ensuring that adult



skills policies also reach those most in need of up- and reskilling are one part of this work.

The selected candidate will contribute to the design of relevant programme Calls for adult skills policy support (including Technical Support Instrument, European Social Fund+/Employment and Social Innovation strand (ESF+/EaSI), Erasmus+) and will follow-up the resulting projects, ensuring that results feed back into policy development.

## **WE LOOK FOR**

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We are looking for a highly motivated, positive and dynamic colleague with strong analytical skills, a strong sense of initiative and the capacity for creative thinking.

An academic background in law, economics or social sciences would be an advantage. Previous experience in policy development and/or socioeconomic analysis would also be an asset for this position. The successful candidate is expected to have a good understanding of adult learning and employment policies at European level and/or at national level.

The ideal candidate should show a sense of responsibility, constructive approach and resilience under pressure. The ability to draft texts that are clearly structured, concise, well expressed and which are understandable to non-expert audiences is important. Strong ICT and communication skills in English (both in writing and orally) are an advantage and the use of French and/or other EU-languages will be an asset. The successful candidate should demonstrate flexibility, strong organisational skills, a hands-on attitude and the capacity to deliver high quality output even under tight deadlines. Adult skills policy cuts across many other policy fields, so the ability to spot connections and build constructive relations with other Commission services and external stakeholders is important.

## **HOW TO EXPRESS YOUR INTEREST?**

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With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
  1. your CV
  2. completed application form.

Please send these documents by the publication deadline to [ann.branch@ec.europa.eu](mailto:ann.branch@ec.europa.eu) indicating the call for interest reference EC-2025-EMPL-394077 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

##### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

##### Qualifications:

- (a) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>2</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

<sup>3</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



### ➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>4</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG IV**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 9-month probationary period.

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<sup>4</sup> Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](#).



The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.